







## TRAINING PROGRAMS DECEMBER 2006

Date	Time	Class	Cost
5	9:00 - 3:00	CERT Review Session** (limited enrollment) 	Free
6	9:00 – 12:00	Short/Long Term Disability/ Workers Compensation 	Free
11	10:00 – 11:30	PERF: Your Retirement Program	Free
12	9:00 – 3:30	Performance Management 	Free
13	9:00 – 12:00	Progressive Discipline 	Free
13	1:00 - 3:30	Hoosier S.T.A.R.T. “Plan Overview and Enrollment”	Free
14	9:00 – 3:30	Conflict Resolution 	Free
14	8:30 – 1:00	Driver Improvement Program	Free*
20	9:00 – 12:00	Administrative Investigations 	Free

**NOTE:** All classes will be held in the State Conference Center except where noted.



**Human Resource Certification Institute (HRCI) Recertification Credits**  
for PHR/SHPR/GPHR assigned to qualifying courses, programs, and special events.  
For more information you may access to following website:  
<http://www.hrci.org/>

**\*Free to State of Indiana employees only.**

**\*\*These classes are only offered to SUPERVISORS/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL. Classes that require a fee are noted. Obtain your supervisor's approval to attend. For more information or to register, you will need to contact your agency training contact person (ATCP).**